

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



ALL COUNTY LETTER NO. 88-05

January 29, 1988

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: IMPLEMENTATION OF SENATE BILL 1141 CHAPTER 1036 STATUTES OF 1987 FOR  
AFDC, RCA, ECA, RDP, FOOD STAMPS AND MEDI-CAL

REFERENCE: CHAPTER 1036 STATUTES OF 1987 (SENATE BILL NO. 1141)

Effective January 1, 1988, Chapter 1036, Statutes of 1987 (Senate Bill No. 1141) added Section 11023.5 to the Welfare and Institutions Code. This new section requires County Welfare Departments (CWDs) to provide, upon the applicant's or recipient's request, a written receipt for documents delivered to CWDs.

The purpose of this letter is to provide counties with:

- o An overview of the provisions of the law;
- o Instructions for implementing these provisions;
- o A reproducible copy of the Receipt for Documents form (CA 31); and
- o A sample copy of a required informing poster.

PROVISIONS OF THE LAW

1. CWDs are required to provide written receipts upon the request of any applicant or recipient of AFDC (including Refugee Cash Assistance (RCA), Entrant Cash Assistance (ECA), and Refugee Demonstration Project (RDP)), Food Stamps, or Medi-Cal, when the applicant or recipient hand delivers documents that have been requested by the CWD, and the documents are received by other than the regularly assigned caseworker.
2. CWDs are required to post a notice of the applicant's or recipient's right to a receipt in a prominent location and in an area where documents are regularly received.

3. Exempt from these requirements are:

- a. CWDs that maintain a logging system for all hand delivered documents; and
- b. CWDs that routinely provide a receipt for all hand delivered documents (without a request).

4. Receipts are not required for documents that are mailed to the CWD.

5. Only one receipt is necessary for a hand delivered monthly income report with all its supporting documents.

## IMPLEMENTATION INSTRUCTIONS

### RECEIPT FOR DOCUMENTS FORM (CA 31)

Effective January 1, 1988, counties that currently do not provide a receipt or maintain a logging system must issue, upon request, a receipt for documents delivered to the CWD. Attached is a reproducible copy of the state developed Receipt for Documents form (CA 31). The form should be available in the SDSS warehouse by the first of February 1988. Counties may request stock through the usual process.

### FORM INSTRUCTIONS

Instructions for completing the Receipt for Documents (CA 31) form are as follows:

- o Enter the county name, client's name and case identification information.
- o Indicate the type of documentation delivered and, if more than one type of document/verification is delivered, list each document separately on the same receipt. If more than one document of the same type (e.g., two social security cards) is received, counties may use any notation that is adequate to identify the documents.
- o The employee who receives the material should sign, enter his/her title and the date when documents were received.

### MINIMUM GUIDELINES

The CA 31 is a recommended form. If a county wishes to develop its own form it should include, at a minimum, the following:

- o County name
- o Client name or case name, if different
- o Other case identifiers e.g., SSN, date of birth, client address
- o What is received
- o Name of person receiving the document/verification
- o Date received

## NOTICE OF RIGHT TO A RECEIPT

Effective January 1, 1988, CWDs which are not exempt from this law shall prominently post a notice informing applicants or recipients of the right, upon request, to a receipt for hand delivered documentation.

Attached is a sample copy of the required poster that must be used to advise the recipient of his/her right to a receipt. The reproducible copy will be transmitted under separate cover as soon as possible. It is suggested that the posters be printed on paper of a bright color. The notice must be posted in a prominent place in the area where documents are brought to the CWD.

If the CWD maintains a logging system and a method for clients to drop documents into an "express" or "drop off" box, these clients also have the right to have their documents logged in at the time of delivery. It is recommended that an informing poster be placed in a visible location close to the drop box.

## LOGGING SYSTEMS

For clarification purposes, it is recommended that counties using a logging system ensure that the log contains the client name or case name, other case identifiers e.g., SSN, date of birth or address, what is received, name of the person receiving the documents, and date received.

## COUNTIES CURRENTLY PROVIDING RECEIPTS

For counties that are currently providing receipts, it is recommended that the CWD also ensure that the receipts contain the items listed under minimum guidelines.

If you have any questions regarding implementation of these provisions for AFDC and Food Stamps, please contact Barbara Cox of the AFDC and Food Stamp Policy Implementation Bureau at (916) 324-2014. Any questions regarding Medi-Cal should be addressed to Tony Plescia at (916) 324-4954.

Original signed by

Robert Horel  
Deputy Director

Attachments

cc: CWDA  
CCWRO

Original signed by

Frank S. Martucci, Chief  
Medi-Cal Eligibility Branch

EXPIRATION DATE: January 31, 1989

**RECEIPT FOR DOCUMENTS**

(COUNTY NAME) \_\_\_\_\_

County received the following information

for: \_\_\_\_\_

CLIENT'S NAME (OR CASE NAME, IF DIFFERENT) \_\_\_\_\_

CASE IDENTIFIER (SSN, DOB OR ADDRESS) \_\_\_\_\_

☐ CA 7 for \_\_\_\_\_  
(MONTH)☐ Birth Certificate: \_\_\_\_\_☐ Social Security Card: \_\_\_\_\_☐ Other: \_\_\_\_\_☐ Pay Stub(s) \_\_\_\_\_☐ Dependent Care Receipt☐ Pregnancy Verification☐ Rent Receipt☐ Utility Bills☐ Medical Bills☐ MC 176 SAQ☐ MC 177 S-M☐ MC 210☐ MC 211☐ MC 220☐ MC 223

Received by: \_\_\_\_\_ Date Received \_\_\_\_\_

Title: \_\_\_\_\_

# DID YOU KNOW??

You can get a receipt or have your documents logged in now. Just ask.

You have the right to a receipt or an immediate log-in if:

- You are applying for AFDC, Food Stamps or Medi-Cal; or
- You get AFDC, Food Stamps or Medi-Cal; and
- You bring documents or proofs into the County Welfare Office; and
- You give the documents or proofs to someone other than your worker.

## ¿SABÍA USTED?

Le pueden dar un recibo o pueden anotar en el registro que recibieron sus documentos. Simplemente pídale.

Tiene el derecho a que le den un recibo o un registro inmediato si:

- Está solicitando AFDC, Estampillas para Comida o Medi-Cal; o
- Recibe AFDC, Estampillas para Comida o Medi-Cal; y
- Trae documentos o pruebas a la oficina de bienestar del condado; y
- Le da los documentos o pruebas a alguien más que no sea su trabajador(a)

